

## 2006 RENEWAL NOTICE

### WHAT'S NEW?

A space has been added for you to provide your IRP account number and your DOT number. You will not be issued IFTA decals unless you have an IRP account or provide a copy of your lease agreement.

### HOW CAN I GET IFTA DECALS FOR 2006?

All outstanding road tax liabilities and requirements must be satisfied before the renewal application can be processed. Any outstanding tax reports must be filed before new decals will be issued.

### HOW MANY DECALS MAY I HAVE?

You may have one set of decals for each qualified vehicle that you have. If you request additional decals you will be required to provide a lease agreement or other documentation.

### WHERE DO I PLACE THE DECALS ON MY VEHICLE?

Your new decals should be placed on the cab doors on each side of the vehicle in a clean, dry area to prevent the decal from peeling off. Do not place new decals over old decals. If possible, avoid placing the decals on vehicles while temperatures are below freezing.

### DO YOU HAVE A NEW ADDRESS?

You are required to submit your IFTA Quarterly Tax filing whether or not you receive a tax form in the mail. Make sure all of your current mailing addresses are correct and up-to-date.

### DOES YOUR COMPANY HAVE A NEW NAME?

If your company has a new name, you will need a new account number. Your account information will be reviewed and your company name will be verified with the SCC.

### WHAT IF I WANT TO CLOSE MY IFTA ACCOUNT?

There is a space on the renewal form under the section Notice of Change. Check the block labeled Close Account and Cancel License. Remember, all fees must be paid and all tax reports must be filed.

### WHAT IF I NEED HELP?

If you have questions about your motor fuel road tax account, please contact our Motor Carrier Services representatives toll free at (866) 878-2582.

**FOR YOUR CONVENIENCE, A COPY OF THE IFTA RECORD-KEEPING REQUIREMENTS HAS BEEN PRINTED ON THE BACK OF THIS NOTICE**

# IFTA RECORD KEEPING REQUIREMENTS

## CARRIERS OPERATING IN VIRGINIA AND OTHER JURISDICTIONS

You must maintain detailed mileage and fuel records for **each** vehicle you register under IFTA. You must keep these records for a period of four years from the due date of the quarterly report, or the date you file the quarterly report, whichever is later. Upon request, you must make these records available to the Virginia Department of Motor Vehicles or any other jurisdiction that is a member of IFTA.

Assessments and penalties may be imposed, if you do not have these records. Additionally, continued failure to comply with the above may result in suspension of your IFTA license.

## ACCEPTABLE RETAIL FUEL PURCHASE RECORDS

You must maintain complete records of all fuel purchased or received, including retail and bulk storage used in your business.

The following are acceptable documents to verify retail fuel purchases for over the road use:

- Receipt
- Invoice
- Credit card receipt
- Automated vendor-generated invoice
- Listing from vendor detailing fuel purchases and taxes paid

These documents must contain the following information:

- Date of purchase
- Price per gallon/liter and/or total amount of sale
- Seller's name and address
- Vehicle unit number
- Number of gallons or liters purchased
- Purchaser's name
- Fuel type

Note: If the vehicle is leased, the fuel receipt can be in the name of either the lessor or the lessee, as long as a legal connection can be made to the carrier filing the IFTA quarterly report.

## ACCEPTABLE MILEAGE AND FUEL RECORDS

You must maintain detailed mileage records. A standardized trip report is suggested and encouraged. Acceptable source documents must include **all** of the following information: Also the following information should be included:

- Carrier's name
- Intermediate stops (city and state)
- Vehicle unit number
- Driver's name
- Date of trip (starting and ending of trip)
- Monthly and quarterly mileage and fuel summaries by vehicle
- Trip origin and destination (city and state)
- Beginning and ending odometer/hubodometer readings of the trip
- Routes of travel
- Mileage by jurisdiction
- Total trip miles
- Retail fuel purchases and fuel withdrawals from bulk storage made during the trip

## ACCEPTABLE BULK FUEL STORAGE RECORDS

If you maintain bulk fuel storage you must maintain records of purchases, withdrawals and inventory on hand. Vendor invoices that contain the following information are acceptable as proof of bulk fuel purchases:

- Date of purchase
- Fuel type
- Seller's name and address
- Price per gallon/liter and/or total amount of sale
- Number of gallons or liters purchased
- Purchaser's name

For fuel withdrawn from inventory you must provide the following information:

- Date of withdrawal
- Fuel type
- Number of gallons or liters withdrawn
- Vehicle unit number
- Monthly inventory records - (beginning and ending inventory supported by stick/gauge readings)

Note: A record of fuel withdrawn from bulk storage must distinguish fuel placed in qualified vehicles from other individual uses.

**Retain these requirements in your records for future reference**